

Implementation Plan for updating the Emergency Response Plan (May 21, 2014)

The Implementation Plan consists of the following Four phases:

- Phase 1: Identification of Emergency Personnel assignments in buildings.
- Phase 2: Training - Provide training for building emergency personnel.
- Phase 3: Drill – Conduct drills at “selected” building locations.
- Phase 4: Resource Assessment – determine emergency supply needs.

*Intercession
Specialty drills
haz mat
gas leak
EOC
Generators
Radios*

Current Status

	Task	Method/Plan	Target Date	Completion Date
1.	Notify faculty of future drills, events, training, etc.	Send out communication to faculty prior to commencement.	6/14/2014 <i>2c done 6/12/14</i>	
2	Emergency Preparedness Week	Contact groups such as Red Cross, Los Angeles County Emergency Management, and Office of Emergency Services to provide resources and to possibly attend the event.	Week of 9/22/14 or 9/29/14	
3.	Fall Drill	Schedule and select specific buildings/locations to participate in the drill. (Consider campus-wide drill).		
4.	Spring Drill <i>Notify faculty by last week in Dec</i>	Schedule and select specific buildings/locations to participate in the drill. (Consider campus-wide drill).	Week of 3/15/2015 through 3/19/2015	
5	Phase I - Continue to update emergency personnel assignments	Communicate with Building Managers on a continuous basis (quarterly) to ensure lists are up-to-date. <i>and show back ups</i>	Ongoing	
6	Phase II - Continue to provide training – campus-wide	Communicate with Building Managers on a continuous basis (quarterly) to discuss training needs.	Ongoing	
7	Phase IV - Resource Assessment – determine emergency supply needs.	Compile list of current resources such as the following: Air compressors, forklifts, portable stretchers, gurneys, water sources, food sources, medical supplies, etc.	12/31/2014 <i>or sooner</i>	